



July 5, 2024

Dear Prospective Firm:

The City of Cleveland, ("City"), owner and operator of Cleveland Hopkins International Airport and Burke Lakefront Airport, through its Director of Port Control ("Director"), invites written Proposals from Firms interested in providing professional design/build services including a full range of architectural/engineering services and general construction for the improvements for a Tenant pop up structure, for the Department of Port Control. The project includes consultation, design, site work, building utilities, permitting, the structure and all required construction throughout the project.

A non-mandatory pre-proposal meeting and site visit will be held, on **Monday, July 15, 2024, at 10:00 a.m. local time, in the Cleveland Plus Room (Location: Baggage Claim in front of Carousel 3 & 4)**. Those planning to attend the pre-proposal meeting and site visit must register by 4:00 p.m. on Friday, July 12, 2024, by e-mail to smuia@clevelandairport.com. When registering, it will be necessary to provide the names of all attendees. It is also advantageous to provide e-mail addresses for all attendees, although it is not required. During, or before the pre-proposal meeting, interested parties may ask questions pertaining to this Request for Proposal. Please e-mail questions to smuia@clevelandairport.com.

If your firm is interested in this Request for Proposal, please submit seven (7) complete Proposals, consisting of one (1) unbound original, five (5) identical bound copies and one (1) digital copy in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format, to the Department no later than **4:00 p.m. local time on Friday, August 2, 2024**. No Proposals shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City. **Fee Proposal must be in a separate, sealed envelope.**

Proposals may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Proposal – Tenant Temporary Structure Design/Build Services**

Cleveland Airport System
Department of Port Control
2nd Floor Administrative Offices
5300 Riverside Drive
P. O. Box 81009
Cleveland, Ohio 44181-0009

Attn: Sharri Muia, Airport Contracts & Procurement Manager

Firms may also elect to submit their Proposal electronically. Please send the electronic Proposal, and Fee Proposal submission, to airportprocurement@clevelandairport.com. Electronic submissions must be received no later than 4:00 p.m. local time on Friday, August 2, 2024.

The Director reserves the right to reject all Proposals or portions of any or all Proposals, to waive irregularities and technicalities, to re-advertise or to provide the service otherwise in the best

interest of the City. The Director may, at his sole discretion, modify or amend any and all of the provisions of this notice or the Request for Proposal.

The Request for Proposal documentation is available on the City website and Cleveland Hopkins International Airport website as follows:

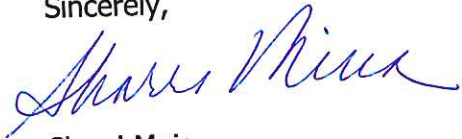
<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Finance/RFP>

<http://www.clevelandairport.com/about-us/business-cle/bids-rfps>

All future documentation including addenda, response to questions, schedule changes and additional requirements for this Request for Proposal will be posted on the above sites as no additional mailings will be made.

Should you have any questions regarding this solicitation, please contact me.

Sincerely,



Sharri Muia
Airport Contracts & Procurement Manager
Department of Port Control